

# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2012



## **I. PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING AND DEVELOPMENT**

#### **Buildings and Facilities Capital Projects**

- *New Courts Facility* – Construction in process. Project is within budget and within established project schedule. Project milestones for November 2012 included completion of metal roof trusses and interior framing. Meeting conducted with Building Committee and furnishings vendor MOI to initiate design and procurement of furnishings.

#### **Transportation Capital Projects**

- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434) –Urban and CMAQ Programs* – Authorization to advertise for construction received from VDOT. Requests for Bid Proposals issued November 2012. Bid opening date is January 2013.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design drawings at 60% completion.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process. Capacity analysis performed to supplement design of turning lane.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process. Environmental and wetland documentation complete.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. Formal Council briefing on project at December 11, 2012 Council Meeting. Design public hearing to be scheduled February 2013.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. Formal Council briefing on project to occur at January 2013 Council Meeting.

#### **Utilities Capital Projects**

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Design complete.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process. Briefed Council on project financials.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process. Briefed Council on project financials.

#### **Plan Reviews**

- Received and reviewed sixteen (16) plan submittals.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Right-of-Way Permits**

- Issued eight (8) permits and closed (0) permits.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 160 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (15) locations, and responded to (04) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (01) location and responded to (03) tree miscellaneous request.
- Cut and trimmed grass at (02) locations and responded to (01) grass miscellaneous request.

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### **Recycling Center**

- 372 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

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### **Storm Water and Drainage**

- Cleaned (01) catch basin, (05) drainage ditches, (01) curb and gutters, and responded to (01) miscellaneous drainage request.
- Repaired a 12" drainage pipe on Chesterfield Avenue.
- Leaf season began November 5<sup>th</sup> City's crews has collected 945.5 cubic yards from Areas 1 and 2.
- Placed in sinkholes topsoil at (01) location and gravel at (03) locations.
- Repaired backpack gas leaf blower.
- Graded Bruce Avenue with Motor-grader.

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### **Transportation**

- Placed Asphalt in (01) pothole, (03) utility cuts, (10) low areas and responded to (02) asphalt miscellaneous request.
- Performed preventive maintenance by welding metal over holes in bed of dump trucks.

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### **Wastewater Utility**

- Responded to (06) backups, flushed (02) main line, flushed drains at the animal shelter, repaired (02) laterals, installed (04) cleanouts and responded to (02) sewer miscellaneous requests.
- Camera sewer main line at (01) location.
- Placed topsoil around cleanout at (01) location.
- Removed debris and washed down wet wells at Main Pump Station.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (06) meters, (05) tops, (01) box, raised (02) boxes and set (06) new meters.
- Cleaned (04) meter boxes, installed (01) meter setter and responded to (02) meter leaks.
- Repaired (01) service, (02) main lines, (01) pigtail and responded to (05) miscellaneous water requests.
- Performed (02) pressure tests and collected (01) water sample for testing at Appomattox River Water Authority.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Backflow/Cross Connection Technician conducted (62) surveys, (47) completed, (15) incomplete and assisted with locating underground utilities performing (32) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (167) man-hours.

## **II. PLANNING & COMMUNITY DEVELOPMENT:**

- |  | <b>Month</b> | <b>YTD</b>  |
|--|--------------|-------------|
| 1. <b>Fence Permits</b>  | 1            | 25          |
| 2. <b>New Sign Permits</b>   | 10           | 74          |
| <ul style="list-style-type: none"><li>• WaWa – 1270 Temple Avenue – temporary sign</li><li>• Bark Avenue – 2002 Snead Avenue</li><li>• A &amp; R Coins – 3413 Boulevard</li><li>• Eyemart – 1078 Temple Avenue</li><li>• Hertz – 456 Charles Dimmock Parkway, Suite 2 – temporary sign</li><li>• EVB Bank – 30 Boulevard – temporary sign</li><li>• Home Imporium – 1080 Temple Avenue</li><li>• City Furniture – 1905 Boulevard</li></ul>                             |              |             |
| 3. <b>Neighborhood Revitalization –</b>  |              |             |
| 2012 Emergency Home Repair Rehabilitation funding  |              | \$46,040.61 |
| Repairs Completed  | #5           |             |
| Repairs in the Works   | #1           |             |
| <ul style="list-style-type: none"><li>• 520 Colonial Avenue – new roof and ceiling repairs – \$6,240</li><li>• 122 Cameron Avenue – patch and paint roof, new furnace – \$8,530</li><li>• 202 Lafayette Avenue – new roof and electrical - \$7,080</li><li>• 2102 Snead Avenue – new roof, and repair porch, bathroom floor - \$7,155</li><li>• 159 Piedmont Avenue – new roof, - \$8,260</li><li>• 112 Lafayette Avenue – new roof – project is out to bid.</li></ul> |              |             |
| 4. <b>Zoning Property Maintenance</b>  |              |             |

<b>Property Maintenance</b>			<b>Zoning</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	7	97	Total Inspections	10	56
Violations	7	61	Violations	4	43
Violations Resolved	6	44	Violations Resolved	3	26
<b>House # Violations</b>			<b>Tall Grass</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	5	36	Total Inspections	7	645
Violations	5	27	Violations	7	445
Violations Resolved	20	27	Violations Resolved	7	253
<b>Inoperable Motor Vehicles</b>			<b>Building Code</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	11	137	Total Inspections	10	74
Violations	9	112	Violations	5	56
Violations Resolved	7	62	Violations Resolved	15	36
<b>Signs</b>			<b>Other</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	10	101	Total Inspections	1	49
Violations	8	96	Violations	0	20
Violations Resolved	2	86	Violations Resolved	0	13

## **II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):**

### **5. Building Inspections**

	<u>Month</u>	<u>YTD</u>
New Construction Inspections	224	2,219
Permits for new Residents	1	5
Cost New Homes	\$60,000	\$640,000
Existing House & Maintenance	0	0
Additions	6	60
Demolitions	0	3
Permits for Commercial	5	46
Cost for Commercial	\$286,300	\$5,896,861
Plumbing Permits Issued	11	126
Electrical Permits Issued	10	179
Mechanical Permits Issued	9	88
Swimming Pool Permits Issued	0	3
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	2	7
Court Cases	0	0

### **Rental Inspections**

	<u>Month</u>	<u>YTD</u>
Total Units Registered	561	629
Total Units Inspected	3	34
Dwellings	3	14
Duplex	0	20
Apartments	0	36
First Inspection		
Passed	3	64
Failed	0	6
Second Inspection	0	6
Passed	0	6
Failed	0	0
Re-Inspection – Phase 1	4	178
Passed	4	114
Failed	0	64
Apartments	0	30
No. of Units Certified	0	37

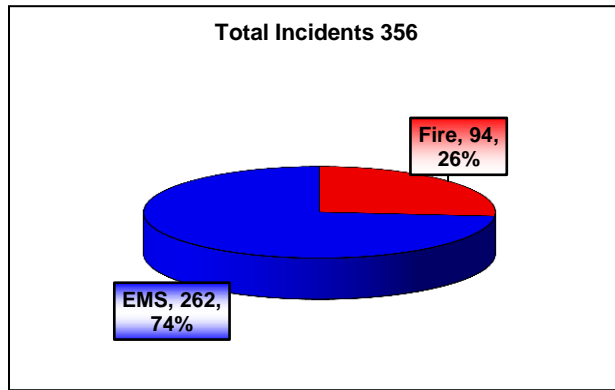
## **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,761 calls for service during the month of November, 2012. During the same month last year, we responded to 3,686 calls for service—a 2% increase. We had one (1) robbery reported this month and one was reported in November of 2011— no change. There was one (1) reported aggravated assault this November and one was reported during the month of November, 2011— no change. We had no reported burglaries in November, 2012, compared with a response to eight (8) burglaries during the month of November, 2011—a 100% decrease. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2012. Fifty-one (51) of those, or 56%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw a decrease of 2% in our overall arrests, going from 325 in November of 2011, to 320 in 2012. Arrests for larcenies and shoplifting both decreased—55% and 36%, respectively.
- ✓ We had a month like no other in the history of the agency. We started off the month with a visit from the First Lady as she visited Virginia State University. Our officers were a part of her security detail, requiring the shutting down of the Boulevard for a period of time as she traveled through the City. We also hosted an accreditation team from VLEPSC (Virginia Law Enforcement Professional Standards Commission) for our agency assessment. Official results will be revealed in January, 2013. We also hosted auditors from the FBI and Virginia State Police regarding our reporting and I.T. practices and procedures. I am pleased to report that all three exit interviews with each agency/group were met with positive comments regarding our police operations. I will provide official updates and results as I receive them.
- ✓ In addition to the above, we started our own internal audit, checking our written reports randomly every month. We are making sure we are clearing out our reports with proper procedures and documentation in both Investigations and Patrol. This was an initiative taken on by Capt. Wayne Newsome, who is responsible for our Law Enforcement Services Bureau. We also participated with the Office on Youth in a community forum on “spice”. Our goal was to educate the public on the substance and Virginia law as well as our enforcement efforts where they are applicable.

### **III. POLICE DEPARTMENT (CONTINUED):**

- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports that with the formation of our Special Operations Unit (formerly Street Crimes) that the month has been very productive and busy. Lt. William Anspach is responsible for the specialized unit that will be addressing quality of life issues and lower level drug offenders. The unit has made 11 drug arrests for marijuana and cocaine, several alcohol arrests, a gambling arrest at Southpark Mall and several traffic arrests. The unit was assigned in an undercover capacity during “Black Friday” and will continue to concentrate in and around our shopping areas during the holiday season.
- ✓ Uniform Patrol was also very busy with several community events, to include the Veteran’s Day ceremony, the First Lady escort and the first annual *Turkey Trot Fun Run and 5K*. Patrol made several significant arrests, including the multiple felonious assaults (stabblings) on Cambridge Place and the police pursuit. Two officers and a citizen’s vehicle with another occupant had their vehicles struck by the offender during the pursuit. Thankfully, there were no serious injuries. The offender had stolen a van at MCV in Richmond where she was seeking treatment for some mental issues.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his staff being involved in numerous activities, some mentioned previously. They include Special Olympics, Victim/Witness Program assistance, accreditation, major crash team investigation and the audits by the Virginia State Police and the FBI. Our staff has been “spot on”—well prepared and accommodating to all of our visitors.
- ✓ Our **Investigations Division** continues their very good investigative work. Their case load was light during the month, as they were only assigned 11 cases within the unit. These cases include suspected child abuse, which was unfounded; unauthorized use after a false report of a grand larceny of an automobile; felony child neglect that resulted in an arrest; embezzlement; aggravated malicious wounding of four victims; and several suspected sexual abuse allegations. The unit also participated in one extradition from the State of West Virginia. Sgt. Stephanie Early also processed 21 concealed weapon permits, a few massage therapist permits and one massage clinic permit.
- ✓ Overall, we made 320 arrests for the month, including 44 felonies and 118 misdemeanors; worked 88 crashes; wrote 822 traffic citations; gave 1,066 verbal warnings; affected 11 DUI arrests and 31 drug arrests; and issued 73 parking citations.
- ✓ Our **Auxiliary Police and Sentinels** volunteered a total of 154 hours during the month. Duties included the *Turkey Trot*, Veteran’s Day ceremony, ride-alongs and training.
- ✓ **Senior Officer Robert C. Clark** has been selected as our *Employee of the Month* for October, 2012. Sr. Officer Clark had an outstanding month by issuing 26 traffic summonses, 35 warnings, and a career high of four (4) DUI’s in one month. He also made one (1) felony and 19 misdemeanor arrests for the month, while investigating 10 criminal cases, clearing 90% of them. Sr. Officer Clark also assisted with both the rifle and pistol qualifications as an instructor. Bob is a hard worker who is consistently self-motivated to be an active and productive member of our squad. For his initiative and determination, we are presenting Sr. Officer Bob Clark with gift certificates to Buffalo Wild Wings Restaurant.

#### IV. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 94**

(Total Fire Loss \$450)

**Total Patients transported: 212**

(Total EMS incidents 263)

*Fire units arrived on scene in less than 9 minutes on 87.2% of emergency incidents.  
(average response time 6:35 minutes)*

*EMS units arrived on scene in less than 9 minutes on 87.5% of emergency incidents.  
(average response time 6:10 minutes)*

#### Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Electrical Problem	4	Good Intent Calls	23
Cooking Fire	2	Natural Gas Leak	1	Public Service	33
Chimney Fire	1	Other Hazardous condition	2	Alarm Activation (no fire)	7
Vehicle Fire	2			Child Seat Installation	8
Brush Fire	3			Smoke detector installation	7
M/A EMS First Responder to Chesterfield	4	M/A received from Chesterfield Fire	3		
M/A to Fort Lee Fire	2	M/A received from Petersburg Fire	3		

#### EMS Division (number of patients):

Abdominal Pain	24	Diabetic Hypoglycemia	4	Poisoning/Drug Ingestion	4
Airway Obstruction	1	Diarrhea	1	Respiratory Distress	15
Allergic Reaction	1	Fever/Hyperthermia	1	Seizure	4
Altered Mental Status	5	GI Bleed	3	Stroke/CVA	3
Asthma	4	Headache	3	Substance/Drug Abuse	2
Back pain	4	Hypertension	3	Syncope/Fainting	5
Behavioral/Psychiatric	8	Hypotension	2	Traumatic Injury	46
Cardiac Arrest	2	Migraine	1	Unconscious	1
Cardiac Rhythm Disturbance	5	Nausea/Vomiting	3	Weakness	6
Chest Pain	22	No Apparent injury/illness	10	Other	46
CHF-Congestive Heart Failure	1	OB/Pregnancy (non-delivery)	1		
COPD (emphysema)	4	Obvious Death	1		
Diabetic Hyperglycemia	1	Pain	11		
M/A to Petersburg EMS	4	M/A received from Fort Lee EMS	6		
M/A to Fort Lee EMS	1	M/A received from Chesterfield EMS	1		
M/A to Prince George	1	M/A received from Petersburg EMS	3		
M/A to Dinwiddie EMS	1				

#### EMS Transports (by facility)

Southside Regional Medical Center	168	79.25%
John Randolph Medical Center	18	8.49%
VCU Health Systems	11	5.19%
CJW Medical Center –Chippendale Campus	9	4.25%
CJW Medical Center – Johnston Willis	4	1.89%
St. Mary's Hospital	1	0.47%
VAMC Richmond (McGuire)	1	0.47%
<b>Total:</b>	<b>212</b>	<b>100%</b>

## **V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,092

One alarm citation was processed during November.

**Purchasing** - 150 total purchase orders completed with 110 being processed by purchasing and 40 departmental purchases being reviewed as compared to 204 being completed for the same period in 2011. In addition, 110 check requests were prepared by departments which are not processed by purchasing.

### **Bids Issued/Opened during the month:**

- **Invitation # 12-062802-1007** – Telephone Service & Equipment, Data Lines and Call Accounting. Proposals have been reviewed and interviews held, with contract negotiations being conducted in December.
- **Invitation # 12-062502-1008** – Financial Advisory Services, interviews held in November with contract negotiations being conducted in December.
- **Invitation # 12-062502-1010** – Boulevard Modernization & Street Improvements, seal bid issued Nov 14<sup>th</sup> with bid opening on Jan 10<sup>th</sup>. Mandatory pre-bid conference will be held in December.

### **Other Purchasing Activity:**

- Quote issued for ground penetrating radar for utility service locating.
- Furniture vendor chosen for the Courthouse.
- Purchase Order issued to for HVAC modifications at the Public Library.

### **Risk Activity:**

- Police vehicle was damaged by deer on the Boulevard. Damage estimated at \$4,500.
- Two police vehicles were damaged during a pursuit on the Boulevard.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,767

Delinquent Notices Sent – 777 or 21.6% with 78 cut off for nonpayment

No set-off debt collected in November.

## **VI. HUMAN RESOURCES DEPARTMENT:**

### **Advertisements**

No recruitments/advertisements were utilized during November 2012.

### **Applications & Testing**

The written test phase of Telecommunicator hiring process was completed on November 14, 2012.

### **Training**

- ☆ Employees continue to complete required ICS and VML University on-line training courses.

### **Miscellaneous**

- ☆ Attended the IPMA-HR Director's Retreat on November 15-16, 2012 in Williamsburg, Virginia. Topics included: healthcare reform, VRS changes, General Assembly/Legislative Update, and Roundtable discussions.
- ☆ Participated in a NEOGOV webinar regarding function updates and future program enhancements.

### **Worker's Compensation**

- ☆ No workers' compensation reports were filed during the month of November 2012.

## **VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 61,677 page views in the month of November.

Top ten website modules accessed: <ol style="list-style-type: none"><li>1. News Flash</li><li>2. Calendar</li><li>3. FAQs</li><li>4. Facilities Directory</li><li>5. Site Search</li><li>6. Staff Directory</li><li>7. Bids/RFPs</li><li>8. Photo Gallery</li><li>9. Document Archives</li><li>10. Forms</li></ol>	Top ten pages visited after home page: <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records</li><li>3. Animal Shelter</li><li>4. Registrar Upcoming Elections</li><li>5. Police</li><li>6. Recreation Programs</li><li>7. Recreation &amp; Parks</li><li>8. Education &amp; Schools</li><li>9. Registrar Polling Locations &amp; Hours</li><li>10. Online Bill Pay</li></ol>
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- ☆ Citizens submitted and city staff processed 232 service requests and questions through the "Let Us Know" module during the month of November. The City of Colonial Heights' Facebook Page now has 2,463 fans.
- ☆ Proactive Information Management completed 74.5 hours of IT service and maintenance for City departments this month.
- ☆ Initial interviews were conducted for a new telecommunications system vendor (phone and data) on November 8. The committee will continue to narrow down the selection with further meetings in December.
- ☆ The City's Cell Phone/Personal Communication Device Policy has been through its final draft and will be presented to City Council on December 11 for adoption.
- ☆ The IS Coordinator participated in the FBI Technology Audit of the Police Department and Communications on November 29<sup>th</sup>. Any outstanding IT issues from this audit will be addressed within the next 60 to 90 days.
- ☆ The IS Coordinator continues preparation work and configuration for the migration of the Police and Communications Department servers and computers to the City's network domain. The migration is scheduled for December 4<sup>th</sup>.

## **VIII. LIBRARY:**

- The library staff circulated 18,268 titles in November.
- The public computer center was used 1,318.
- 369 children participated in Storytime program.
- 141 residents registered for new library cards, and an average of 521 residents used the library each day.
- The library's meeting rooms were used 92 times.
- 3,857 residents visited the Colonial Heights Virtual Library to 1,390 articles from their homes and offices.



## IX. RECREATION & PARKS DEPARTMENT:

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November. The Minor and Junior Football teams won their respective Youth Football Championships and our Senior team lost in the Semi-Finals. Youth Basketball evaluations and drafts were also completed and practices start the 1st week in December. Our Annual Christmas Card contest conducted at all three elementary schools each year was completed the middle of November and the winning submission came from Maria Elena Smith at Tussing Elementary School. Staff continues preparations for Holiday programs as well as Spring and Summer programs for 2013.



<b>Athletics</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Adult Softball (Fall League)	20 teams	20 teams
Youth Football	132	197
Youth Cheerleading	96	96
Youth Wrestling	34	32
Youh Basketball Registration	315	338
<b>Activities/Programs</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Christmas Card Contest	263	242
Karate	18	13
Zumba	13	28
Cardio Fusion	13	21
<b>Facility Usage</b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Community Room Attendance	1,015	1,094
Community Room Reservations	23	25
Field Attendance	156	n/a
Field Rentals	6	n/a
Teen Center Attendance-CHHS Students	90	84
Teen Center Attendance-CHMS Students	159	305

## PARKS – BUILDINGS & GROUNDS

- Closed and winterized restrooms at Parks.
- Dug and poured footer for brick wall in Shepherd Stadium.
- Began construction of brick wall backstop in Shepherd Stadium.
- Delivered and set up chairs at War Memorial for Veteran's Day ceremony.
- Installed Christmas lights and set up decorations at Public Safety building.
- Mounted TV bracket and hung TV in City Managers conference room.
- Installed security camera at Public Safety building.
- Repaired lights at Legacy Garden.

## HORTICULTURE

- Removed summer annuals from remaining sites.
- Raked pine tags around Library and used as ground cover in flower beds.
- Installed metal edging around flower beds at War Memorial.
- Planted pansies at all sites.
- Trimmed and shaped Dogwood trees at City Hall.

## VIOLET BANK MUSEUM

	<b><u>2012</u></b>	<b><u>2011</u></b>
<b>Attendance</b>	<b>242</b>	<b>177</b>
➤ Attendance figures include 167 on-site and one program @ AP Hill Camp 167, of which 33 people attended		
➤ Christmas decorating		
➤ Preparing for the 2 <sup>nd</sup> annual "A Traditional Dickens' Christmas" program to be held December 15 and the annual Candlelit Tours to be held December 14 – 16.		

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):****Agency on Aging**

<b>Activities</b>	<b>2012</b>	<b>2011</b>
AARP	29	32
Bingo in Center	96	86
Bowling	272	256
Bridge Party	64	96
Bridge Tournament	132	128
Crochet & Knitting	72	78
Senior Advisory Board	12	12
Senior Club Meeting	108	105
Senior Citizen Dance	110	86
Sing A-Long	52	48
Sing A-Long-CH Health Center	13	12
Movie A Christmas Kiss	20	n/a
Table Games	8	7
<b>Fitness</b>		
Cadio Bump	144	60
Strength Training Class	127	109
Sit Down Exercises	299	226
Floor Exercises	54	40
Yoga	101	59
Zoomer Boomer	200	120
Tai Chi	26	47
<b>Awareness/Education</b>		
Chromie Wellness Workshop	15	n/a
TRIAD	32	30
<b>Classes</b>		
Craft Class Stepping Stones	0	8
Faye Henderson Watercolor Class	52	n/a
Painting Class Gems by James	n/a	4
Painting Class Kay Tirpak	25	18
Painters Group	35	32
Sewing Class	12	10
Splash of Color	14	16
Tap Class Intermediate	96	100
Tap Class Advance	103	118
Quilting Class	n/a	24
Quilting Open	52	28
Watercolor	18	22
<b>Trips</b>		
Charles Town Slots	52	52
Riverside	13	26
<b>Total</b>	<b>2448</b>	<b>2102</b>

<b>Meals</b>		
Home Del Meals	13	40
Site Meals	176	128
Breakfast Meals	0	0
Bags	0	0
<b>Total</b>	<b>189</b>	<b>168</b>
<b>Transportation</b>		
Total Passengers	96	83
Total Trips	521	521
Total Miles	2783	2751
Wheelchairs	20	2
Volunteer Hours	26.5	18
Donations	\$282.00	\$207.00

## **X. OFFICE ON YOUTH & HUMAN SERVICES:**

### **➤ YAC Activities**

- 17 YAC members attended November meeting
- Matt Spruill and Amanda Denny from Recreation and Parks, and Chantal Emerson from the Public Library attended monthly meeting.
- 5 Officers and Advisor planned for December meeting.
- 14 YAC Members assembled fleece blankets for CARE Shelter with Swift Creek Woman's Club
- 9 YAC Members shopped for Christmas Family

### **➤ Youth Service Commission**

- Held monthly meeting.

### **➤ Substance Abuse Prevention Activities**

- 9 Teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony

### **➤ Kids' After School Program**

- Enrollment:
  - Tussing Elementary – 21
  - Lakeview Elementary – 15
  - North Elementary – 21 (2 on a waiting list)
  - CHMS – 15
- Volunteers:
  - CHHS – 7
  - VSU – 18
  - Matoaca High School – 25
- Work Study
  - JTCC – 4
  - VSU - 3
- Interns:
  - VSU – 16
- Outreach Project:
  - Colonial Heights Food Pantry:
    - Students collected 50 pounds of food
    - Lakeview made friendship bracelets for Africa
- Student Activities
  - The elementary school students took a fun field trip to Swader's Sports Park. They enjoyed playing laser tag and climbing the kid zone ropes.
  - CHMS students went bowling at Holiday Bowl and also had pizza.
- Program Coordinator Activities:
  - Training for VSU Social Work Interns.
  - Military Aid Child Training.
  - Conferences on student progress with CHMS teachers
- **Substance Abuse Prevention Activities**
  - 11 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony.
  - Conducted a Project Sticker Shock with CH CADRE and VSU students.
- **Ongoing Monthly Meeting/Trainings**
  - Operation Christmas Child
  - Family Assessment Planning Team
  - Colonial Heights School Board Meeting

## **X. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

- Inter-Agency Prevention Team
- CADRE Coalition Meeting
- FAPT Training: “Collaborating to Improve Services to Children and Families”
- Infant Mortality Community Action Team
- CAAN-DUU Monthly Meeting
- “Trends in Adolescent Substance Abuse” Training
- School Health Advisory Board Meeting
- “Reducing Neonatal Abstinence Syndrome in Tennessee” Webinar Training
- United Way Breakfast: “Advocacy Training” with Dr. Bob Holsworth
- Community Emergency Response Team Graduation Exercise

### **➤ Diversion Program Participation**

#### **Parenting**

- 0 families completed “Parenting with Love & Limits”

#### **Community Service**

- 5 youth completed hours of Community Service

#### **Shoplifting Diversion**

- 20 youth and parent attended the Shoplifting Diversion Program

#### **Anger Management**

- 3 youth completed Anger Management Classes

#### **Substance Abuse Education**

- 20 youth participated in Substance Abuse Education

-- CADRE Coalition hosted a Community Forum on Spice/K2 at Colonial Heights Public Library on Thursday, November 29 at 7 PM. Approximately 75 people including community members, panel, and coalition members were in attendance.

## **XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2012	61	\$25,273.35	7	\$ 903.60
2011	78	\$16,351.28	2	\$325.68

Mostly normal maintenance issues with the fleet. All new police patrol and admin vehicles are now in service. All the snow removal and leaf collection equipment are ready for service.

The sublet repairs consist of the following:

Glass	435.00
Misc-Welding	75.00
Tire	343.60
Towing	50.00